

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Personnel Director

DATE: 23 June 1953

FROM : Chief, Personnel Procurement

SUBJECT: Dating of Routing Slips in Applicant Files.

1. This office has noted recently with increasing frequency that applicant files returned here for re-routing or final disposition are bearing little or no evidence of dating by individuals receiving and reviewing their contents. In many cases they are moved about the Agency without acknowledgment of the identity of the employee who sends the file on, without identification of the office reviewing it and with fragmentary or sometimes garbled information about the decision arrived at.

2. This virus of anonymity and reticence to date the various movements of the file was perhaps understandable, though hardly to be admired, in the days when files were coming through and being counted in the thousands, but with the advent of a normal flow of files it is hard to understand. I am sure you realize the importance of this information, especially in cases whose handling leaves something to be desired and where an eventual flap is involved that brings forth a request for a step-by-step inventory of where the file was shopped, who saw it and said what about the qualifications on record.

3. Would it be possible for you to bring this matter to the attention of the Chiefs of Personnel Divisions Covert and Overt, asking them to request corrective action, especially on the part of responsible, highly-trained personnel officers within the operating divisions, who seem to be prime offenders in my book?

cc: Chief/PDC  
Chief/PDO

STATINTL

*I couldn't agree more.*

*Good  
let's get out a PDM also prepare  
for my sig to [redacted]  
asking that they make this stat mtr.*

STATINTL

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET

CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

STATINTL

TO-	INITIALS	DATE
1	<i>RM</i>	29 JUN 1953
2	<i>EWV</i>	7 July 53
3		
4		
5		
FROM	INITIALS	DATE
1		26 JUN 1953
2		
3		

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input checked="" type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

*as indicated in Mr. Melovis memo, 2-3 Drafts of nec. action attached. EWV PDM has been coordinated w/ PPD, PDC & PDD*

STATINTL

Approved For Release

CIA-RDP80-00679A000100030004-0

Yours -  
Note the changes in  
par 3 of RDM - Re-  
clear with PD(C) + PD(C)  
if you think necessary.  
BAA  
-8 JUL 1953